



A Presbyterian SeniorCare  
Network Affiliate

Fifth Avenue Commons  
1205 Fifth Avenue  
McKeesport, PA 15132  
T: 412.678.0488  
F: 412.678.0482  
PA Relay 711  
FifthAvenue@SrCare.org  
SrCareNetwork.org

Dear Applicant:

Thank you for your interest in Fifth Avenue Commons. Enclosed is an application and information regarding our apartment community. To assist us in determining your eligibility for residency at Fifth Avenue Commons, please complete the application in its entirety and return it to our rental office at your earliest convenience.

Once we determine your eligibility, you will be notified by mail. If you need assistance in filling out the application or have any questions, please feel free to contact me at (412) 678-0488.

I look forward to meeting with you and assisting you with your housing needs.

Sincerely,

Fifth Avenue Commons

*We do not discriminate on the basis of handicapped status in the admission or access to or treatment or employment in, our federally assisted programs and activities. Should you need assistance with a hearing or speech disability, please dial 711 to utilize the Pennsylvania Relay Service. Thank you.*





**FIFTH AVENUE COMMONS**  
**1205 5th Ave**  
**Mc Keesport, PA 15132-2421**  
**Telephone: (412) 678-0488 Fax: (412) 678-0482**

Application for Admission

This is an Application for Admission. Please answer all questions completely and truthfully. We will verify your answers. Any misrepresentation of information related to eligibility, preference for admission, allowance, rent, family composition, personal history, or prior tenant history is grounds for rejection. Enter "none" or "N/A" for those questions which you believe does not apply to you. Before offering you a unit, you will need to sign appropriate consent forms which will let us check the information you gave us. Information you provide on income and disability will be maintained as confidential. However, in accordance with program regulations, information may be released to appropriate Federal, state or local agencies.

**IF, FOR ANY REASON, YOU REQUIRE ASSISTANCE OR HAVE QUESTIONS RELATING TO THE APPLICATION OR SCREENING PROCESS, PLEASE CONTACT THE PROJECT OFFICE.  
HOUSING INFORMATION**

<b>Applicant Name</b>	<b>Social Security #</b>	<b>Date of Birth</b>	<b>Email</b>
Do you have a senior exemption? (no social security card & 62 before 2010)	Yes	No	
<b>Current Street Address</b>	<b>City, State &amp; Zip</b>		<b>Telephone #</b>

**APPLICANT PRESENT AND PAST HOUSING: Provide the name, address and phone number of all your landlords for the past 7 years**

Current Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Current Landlord Address: \_\_\_\_\_

Previous Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Previous Landlord Address: \_\_\_\_\_

Please list all states where all household members have lived: \_\_\_\_\_

Have you ever been evicted from Housing? \_\_\_\_\_

<b>Co-Applicant Name</b>	<b>Social Security #</b>	<b>Date of Birth</b>
<b>Co-Current Street Address</b>	<b>City, State &amp; Zip</b>	

**CO-APPLICANT PRESENT AND PAST HOUSING: Provide the name, address and phone number of all your landlords for the past 7 years**

Co-Applicant Current Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Co-Applicant Current Landlord Address: \_\_\_\_\_

Co-Applicant Previous Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Co-Applicant Previous Landlord Address: \_\_\_\_\_

Please list all states where all household members have lived: \_\_\_\_\_

Have you ever been evicted from Housing? \_\_\_\_\_

**EQUAL OPPORTUNITY HOUSING**

Our housing complies with federal and state fair housing laws and does not discriminate against any person because of race, color, religion, national origin, sex, age, familial status, sexual orientation, gender identification, marital status, or disability. This information will have no effect on your application, requested for (HUD purposes only). It is being requested for use in HUD reports.

Household Financial Information-Please provide this information for each member of the household who will live in the apartment (except proposed live-in aides). The financial information is necessary to meet the requirements of HUD and this facility's screening criteria.

ANNUAL INCOME				
Source	Applicant	Co-Applicant	Other Household Members 18 Years or Older	Total
<b>Gross</b> Social Security	\$	\$	\$	\$
SSI	\$	\$	\$	\$
SSP	\$	\$	\$	\$
<b>Gross</b> Pensions	\$	\$	\$	\$
Interest from: Savings, Certificates of Deposits, Stocks & Bonds	\$	\$	\$	\$
Other Income (specify type)	\$	\$	\$	\$

ASSETS				
Source	Applicant	Co-Applicant	Other Household Members 18 Years or Older	Total
Checking Account (avg. 6 months)	\$	\$	\$	\$
Savings Account (current balance)	\$	\$	\$	\$
Certificate of Deposit	\$	\$	\$	\$
Stocks & Bonds (Current Value)	\$	\$	\$	\$
IRA/Keogh	\$	\$	\$	\$
Real Estate (Appraised value less mortga	\$	\$	\$	\$
Life Insurance (Cash Surrender Value)	\$	\$	\$	\$
All <b>other</b> Assets	\$	\$	\$	\$
Total Assets	\$	\$	\$	\$

Have you disposed of any asset(s) valued at \$1,000 or more in the past two years for less than fair market value of the item?  Yes  No If yes, please list the asset value under the "other" column in the above listing of assets.

Are there any full-time or part-time students 18 years of age or older in your household?  
 Yes  No

Marital Status:      Single                      Married                      Divorced                      Widowed

If widowed or divorced, give date: \_\_\_\_\_

Are you currently living in Section 8 Subsidized Housing?  Yes  No

Is the Co-Applicant currently living in Section 8 Subsidized Housing?  Yes  No

Do you own an automobile?  Yes  No

Do you plan to have a pet upon move-in?      Yes      No

Have you, any proposed occupant or any proposed live-in aid in your household been convicted, pled guilty or pled no contest to, or have had any other disposition other than a non-guilty verdict for any crime involving injury or threat to another person, destruction or threat of destruction of property, the use, sale, distribution, manufacture or possession of, or the intent to sell, distribute, manufacture or possess any illegal drugs, or any other crimes that may render an applicant unsuitable for residency in our community?

**Yes No** If yes, list the dates, crimes/violations, locations, jail/prison time served, probation and/or parole status and any other information you would like us to consider: \_\_\_\_\_

Is the applicant or any member of the applicant's household subject to a state life time sex offender registration in any state?  Yes  No

List all states where you (applicant) and members of your household have resided:

### **SPECIAL UNIT SELECTION**

Do you or any member of your household have a condition that requires:

- A barrier free unit                                               Unit for hearing impaired  
 Physical Modifications to a typical unit                       Unit for vision impaired

If you checked any of the above, please explain exactly what you believe is required to accommodate your situation: \_\_\_\_\_

What is the name of the family member requiring the features identified above? \_\_\_\_\_

Will you or any family member require a live-in aide to assist you?

Yes  No

Marketing Information

How did you learn about our community? \_\_\_\_\_

Current Resident      Friends      Newspaper      Advocate      Other

If Current Resident please list name: \_\_\_\_\_

**Applicant Certification and Release**

I/We understand the information in this application will be used to determine eligibility for a unit and understand that any false information may make me/us ineligible for a unit. I/We also understand that all adult members of the household must sign the Applicant's/Tenant's Consent to the Release of Information and HUD required Notice and Consent for the Release of Information to enable verification of our information before I/we can be offered a unit.

I/We also recognize and agree that management may obtain one or more consumer reports as defined in the Fair Credit Reporting Act, 15 U.S.C. Section 1681a(d), seeking information on my/our credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

If my/our application is approved, and move-in occurs, I/we certify that only those persons listed in this application will occupy the apartment and they will maintain no other place of residence, and that there are no other persons for whom I/we have, or expect to have, responsibility to provide housing. I/We agree to notify management in writing regarding any changes in household address, telephone numbers, income and household composition.

**SIGNATURE PAGE**

**WARNING: SECTION 1001 OF TITLE 18 OF THE U.S. CODE MAKES IT A CRIMINAL OFFENSE TO MAKE WILLFUL FALSE STATEMENTS OR MISREPRESENTATIONS OF ANY MATERIAL FACT INVOLVING THE USE OF OR OBTAINING FEDERAL FUNDS.**

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse or Co-Applicant

\_\_\_\_\_  
Date

Contact Person (in the event you cannot be reached):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

**IF SOMEONE OTHER THAN THE APPLICANT(S) COMPLETED THIS APPLICATION:**

\_\_\_\_\_  
Name of Preparer

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

**PROGRAM ACCESSIBILITY STATEMENT**

**NOTICE TO ALL APPLICANTS: Options for Applicants with Disabilities**

This property is managed by SeniorCare Network, Inc. We provide affordable housing to persons with disabilities. We do not discriminate against applicants or residents on the basis of their race, color, religion, national origin, sex, age, familial status, sexual orientation, or disability. In addition, we have a legal requirement to provide A reasonable accommodations to applicants and residents if they or any member of their family have a disability.

Reasonable accommodation is some modification or change that we can make to the rules or procedures or to the structure of the property that will assist an otherwise eligible applicant or resident with a disability to take advantage of the program.

**WAITING LIST CHOICE FORM**

**FIFTH AVENUE COMMONS** has 21 apartments: 18 one-bedroom apartments with standard features, two (2) handicapped accessible apartments for the mobility impaired and on (1) handicapped accessible unit for the visually/hearing impaired with design features for the mobility impaired. Units are assigned on a first-come basis based on your place on the waiting list.

The waiting list has three categories: standard, one-bedroom waiting list, handicapped accessible with design features for the mobility impaired waiting list, and a third waiting list with design features for visual/hearing impaired. Each applicant must designate which waiting list they wish to be placed on--standard one-bedroom, handicapped accessible, or visual/hearing impaired.

**PLEASE INDICATE WHICH WAITING LIST YOU WISH TO BE PLACED ON.**

**PLEASE CHECK (✓) YOUR CHOICE:**

- \_\_\_\_\_ Standard, One-Bedroom
  
- \_\_\_\_\_ Designated handicapped accessible unit with design features for mobility impaired
  
- \_\_\_\_\_ Designated handicapped accessible unit with design features for visual/hearing impairment. Unit also contains design features for mobility impaired. To qualify, individuals only need to benefit from one design feature.

There are three unit-types available that contain different design features. Listed below are Standard, one bedroom units, Unit Types A, and Unit Types B with a description of their design features. Please check (✓) the appropriate type of unit with the design features that meet your needs.

Units will be assigned based on your place on the waiting list on a first-come, first-served basis. You may choose more than one unit type due to the fact there is a limited number of each type of unit available.

- \_\_\_\_\_ Standard, one-bedroom units
  - Fully equipped kitchen with refrigerator and stove
  - Wall-to-wall carpeting
  - Individually controlled heating and air conditioning units
  - Modern bathrooms
  - Supportive services and programs available
  
- \_\_\_\_\_ Type A - Handicapped accessible with design features for mobility impaired; Contain all of the above, plus:
  - Doorways are 36 inches wide
  - Accessible route into and throughout dwelling unit
  - Light fixtures, outlets and environmental controls in accessible locations
  - Reinforced bathroom walls at tub, toilet and shower stall
  - All doorknobs and fixtures are levers
  - Usable kitchens and bathrooms that will allow for a wheelchair user to maneuver about the space
  - Knee space for wheelchair user under all bathroom sinks
  - Kitchen counter tops at a height of 34 inches at the kitchen sink
  - Accessible shower with grab bars
  - Stoves with controls located on the front
  - Peep sights in hallway doors
  - Emergency pull cords in bathrooms and bedrooms
  - Kitchen cabinets adaptable for knee space for wheelchair user beside self-cleaning range.
  
- \_\_\_\_\_ Type B - Handicapped accessible with design features for mobility impaired plus design features for visually/hearing impaired and contain all the features listed in STANDARD unit plus:
  - Visual smoke detector fire alarms
  - An electrical outlet adjacent to the telephone outlet to permit use of a telecommunications device for the deaf (TTD).
  - A flashing light signal tied to front door buzzer (available upon request)
  - Light receptacles capable of handling 150-watt bulbs
  - Tactile markings will be made available for range controls (available upon request)
  - Baseboards, doors, and door frames and window frames are painted to contrast with the wall and floor color.

RELEASE OF INFORMATION FORM

Fifth Avenue Commons

In connection with my application for residency with you, I understand that an investigative consumer report may be requested that will include information as to my criminal history from various state, private and insurance sources along with other public records available. Worker's compensation information will only be requested in compliance with ADA.

**I voluntarily and knowingly authorize any law enforcement agency, state agency; federal agency; finance bureau/office; credit bureau; collection agency to give records or information they may have concerning my criminal history AND/OR credit history. I voluntarily and knowingly unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information. This authorization shall be valid for one year from the date signed and a photographic or faxed copy of this authorization shall be valid as the original.**

This release includes all state and federal agencies. According to the Fair Credit Reporting Act, I am entitled to know if housing is denied because of information obtained by my prospective landlord from a consumer reporting agency. If so, I will be also advised and be given the name of the agency or source of information.

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CONSUMER NOTICE  
THIS IS NOT A CONTRACT**

Cassandra Law hereby states that with respect to this  
property Fifth Avenue Commons I am acting in the  
Following capacity:

(Check one)

- (i) owner/landlord of the property;
- (ii) direct employee of the owner/landlord;
- (iii) an agent of the owner/landlord pursuant to a property  
Management or exclusive listing agreement.

I acknowledge that I have received this notice.

\_\_\_\_\_  
Consumer

\_\_\_\_\_  
Date

I certify that I have provided this notice:

Cassandra Law  
Licensee

\_\_\_\_\_  
Date

5-21-23

**Race and Ethnic Data Reporting Form**

U.S. Department of Housing and Urban Development  
Office of Housing

OMB Approval No. 2502-0204  
(Exp. 06/30/2017)

033EE084  
Project No.

Fifth Avenue Commons  
Name of Property

1205 5th Ave  
Mc Keesport, PA 15132-2421

SeniorCare Network, Inc.  
Name of Owner/Managing Agent

**Address of Property**  
Section 202 PRAC - PA28S961011  
**Type of Assistance or Program Title**

\_\_\_\_\_  
Name of Head of Household

\_\_\_\_\_  
Name of Household Member

Date (mm/dd/yyyy): \_\_\_\_\_

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	Select All that Apply
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

**\*Definitions of these categories may be found on the next page.**

**There is no penalty for persons who do not complete the form**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Public reporting burden** for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provide and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does no require any special protection.

**Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)**



## A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.
  1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
  2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
2. The five racial categories to choose from are defined below: You should check as many as apply to you.
  1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
  2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
  3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
  4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
  5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

# ACKNOWLEDGEMENT OF RECEIPT

## "SCREENING AND ELIGIBILITY GUIDELINES"

### 504 Non-Discrimination Notice

I, \_\_\_\_\_, hereby certify that I have received from Fifth Avenue Commons management a copy of the "Screening and Eligibility Guidelines" and "504 Non-Discrimination Notice". I understand that management is required by HUD to provide this information to me upon application at Fifth Avenue Commons.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Received



Please keep!

## 504 NON-DISCRIMINATION NOTICE

IN ACCORDANCE WITH SECTION 504 of the Rehabilitation Act of 1973 **Fifth Avenue Commons**, hereby notifies the general public that it does not discriminate regarding admission, access, treatment or employment in its federally assisted programs and activities. Specifically,

- 1) No qualified individual with handicaps shall be excluded, solely on the basis of handicap, from participation in, or be denied the benefits of, any federally assisted program or activity administered by **Fifth Avenue Commons**.
- 2) **Fifth Avenue Commons** will provide employment opportunities, benefits, access to housing, and other appropriate services in a manner that will not, directly or through contractual or other arrangements, subject qualified individuals with handicaps to discrimination solely on the basis of handicap; and
- 3) **Fifth Avenue Commons** will not participate in any contractual or other relationship that has the effect of subjecting qualified individuals with handicaps to discrimination solely on the basis of handicap.

**Fifth Avenue Commons** has designated Cassandra Law to serve as 504 Coordinator, She can be reached by calling: 412-826-6196.

IF YOU HAVE A VISUAL, HEARING, OR ANY OTHER IMPAIRMENT AND NEED ASSISTANCE WITH THIS NOITCE, PLEASE CONTACT CASSANDRA LAW.

TO SCHEDULE ASSISTANCE, PLEASE CALL THE HOUSING MANAGER BETWEEN THE HOURS OF 9:00 A.M. AND 4:00 P.M. AT (412) 678-0488. ASSISTANCE TO INSURE EQUAL ACCESS TO THIS NOTICE WILL BE PROVIDED IN A CONFIDENTIAL MANNER AND SETTING

Please keep!



SCREENING AND ELIGIBILITY GUIDELINES  
FIFTH AVENUE COMMONS



I. **EQUAL OPPORTUNITY HOUSING POLICY STATEMENT**

**Fifth Avenue Commons** and its agents and affiliates are pledged to the letter and spirit of U.S. law and policy for the achievement of equal housing opportunity throughout the nation. **Fifth Avenue Commons** and its affiliates comply with all applicable federal, state and local laws which prohibit discrimination against persons because of race, color, religion, religious creed, ancestry, national origin, place of birth, sex, pregnancy, age, familial status, sexual orientation, handicap or disability, use of a guide or support animal because of blindness, deafness or any physical handicap of the user or because the user is a handler or trainer of support or guide animals or because of the handicap or disability of an individual with whom the person is known to have a relationship or association.

**Fifth Avenue Commons** complies with HUD's Equal Access rule, intended to ensure that HUD's core housing programs are open to all eligible individuals regardless of actual or perceived Sexual Orientation, Gender Identity or Marital Status

**Fifth Avenue Commons** complies with the new regulations published in the Federal Register February 2012, intended to ensure that HUD's core housing programs are open to people regardless of: Sexual Orientation, Gender Identity and Marital Status. Furthermore **Fifth Avenue Commons** certifies that all otherwise eligible families, regardless of marital status, sexual orientation, or gender identity, will have the opportunity to participate in HUD housing.

Additionally, **Fifth Avenue Commons** comply with the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Public Law 109-162) as well as the technical corrections to the VAWA (Public Law 109-271).

This law offers guidance protecting against evictions or denial of housing based on domestic violence, dating violence, or stalking.

**COMPLIANCE WITH REQUIREMENTS OUTLINED IN THE VIOLENCE AGAINST WOMEN ACT**

**Fifth Avenue Commons** understands that, regardless of whether state or local laws protect victims of domestic violence, rape, dating violence, sexual assault or stalking, people who have been victims of violence have certain rights under the Violence Against Women Act. If any resident wishes to exercise the protections provided in the VAWA, he/she should contact the

**Fifth Avenue Commons** immediately. **Fifth Avenue Commons** is committed to ensuring that the Privacy Act is enforced in this and all other situations.

**Fifth Avenue Commons** will not assume that any act is a result of abuse covered under the Violence Against Women Act. In order to receive the protections outlined in the VAWA, the applicant/resident must specify that he/she wishes to exercise these protections.

**Certification and Confidentiality**

When **Fifth Avenue Commons** responds to a claim of protected status under the VAWA **Fifth Avenue Commons** will request, in writing if appropriate, that an individual document the occurrence of the domestic violence. The individual claiming rights under the VAWA has the option

to complete, sign, and submit the HUD-approved certification form (HUD-5382), or chose a different method of documentation of the abuse to verify his/her status as a victim of domestic violence. The resident will have 14 days to submit the form or provide another form of documentation.

**Fifth Avenue Commons** understands that the delivery of the certification form to the resident via mail may place the victim at risk, e.g., the abuser may monitor the mail. Therefore, in order to mitigate risks, **Fifth Avenue Commons** will work with the resident in making acceptable delivery arrangements, such as inviting them into the office to pick up the certification form or making other discreet arrangements.

If the resident received or attempted to receive assistance in addressing domestic violence, dating violence or stalking from a federal, state, tribal, territorial jurisdiction, local police or court, the resident may submit written proof of this outreach in lieu of HUD Form 5382.

In place of filling out and submitting HUD 5382, the victim may submit either of the following:

A federal, state, tribal, territorial, or local police record or court record; or Documentation signed, notarized and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking or the effects of the abuse. The signatory attests under penalty of perjury (28 U.S.C. §1746) to his/her belief that the incident in question represents bona fide abuse, and the victim of domestic violence, dating violence or stalking has signed or attested to the documentation.

**Fifth Avenue Commons** will carefully evaluate abuse claims as to avoid conducting an eviction based on false or unsubstantiated accusations.

The identity of the victim and all information provided to **Fifth Avenue Commons** relating to the incident(s) of abuse covered under the VAWA will be retained in confidence.

Information will not be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is Requested or consented to by the victim in writing; Required for use in an eviction proceeding or termination of assistance; or otherwise required by applicable law.

**Fifth Avenue Commons** will retain all documentation relating to an individual's domestic violence, rape, dating violence, sexual assault or stalking in a separate file that is kept in a separate secure location from other applicant/resident files.

**Fifth Avenue Commons** and its affiliates also select applicants in a nondiscriminatory manner consistent with Section 202 of the Housing Act of 1959, with the purpose of improving housing opportunities for very low income persons who are Section 202 program eligible and are able to satisfy the obligations of tenancy.

**Fifth Avenue Commons** and its affiliates comply with Section 504 of the Rehabilitation Act of 1973, The Fair Housing Act Amendment of 1988 and Title VI of the Civil Rights Act of 1964.

SeniorCare Network shall take all appropriate steps to ensure effective communication with applicants, residents, and employees with disabilities and shall furnish appropriate auxiliary aides when necessary to effectively communicate with the person with a disability and persons with Limited English Proficiency. Examples of appropriate auxiliary aides include, but are not limited to qualified interpreter, qualified Sign Language interpreters, assertive listening systems, readers, use of taped materials, and

materials, in Braille or in another language. If an applicant, resident, employee, or member of the public needs written materials in one of these forms or would like to use the services of an interpreter, he or she should make that request to the originating SeniorCare Network department or 504/ADA Coordinator at least five (5) business days prior to the meeting or when the materials are needed at:

SeniorCare Network, Inc.  
504/ADA Coordinator  
1215 Hulton Road  
Oakmont, PA 15139  
Phone: 412-826-6196  
Fax: 412-826-6520

*Should you need assistance with a hearing or speech disability, please dial 711 to utilize the Relay Service.*

The request should state the format that is most acceptable to the requestor. SeniorCare Network will pay for all services and materials associated with the request. However, SeniorCare Network, will not pay for materials intended only for personal use, such as typewriters, computers, or other assistive technology not related to the meeting or documents requested.

If a request is denied for any reason or an unacceptable alternative is offered, the requestor may request an informal hearing or formal Grievance Hearing by following the procedures set forth in SeniorCare Network's grievance procedure.

## II. PROJECT ELIGIBILITY REQUIREMENTS

**Fifth Avenue Commons** does not discriminate based on race, color, religion, religious creed, ancestry, national origin, place of birth, sex, pregnancy, age, familial status, sexual orientation, handicap or disability, use of a guide or support animal because of blindness, deafness or any physical handicap of the user or because the user is a handler or trainer of support or guide animals or because of the handicap or disability of an individual with whom the person is known to have a relationship or association.

- A. There will be no priorities or application criteria (e.g., variations in applications, variations in charges or deposits) based upon race, color, religion, religious creed, ancestry, national origin, place of birth, sex, pregnancy, age, familial status, sexual orientation, handicap or disability, use of a guide or support animal because of blindness, deafness or any physical handicap of the user or because the user is a handler or trainer of support or guide animals or because of the handicap or disability of an individual with whom the person is known to have a relationship or association.
- B. **Fifth Avenue Commons** is a 202 elderly property whose head or spouse or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living together, or one or more persons who are at least 62 years of age living with one or more live-in aides. There are two (2) accessible units at **Fifth Avenue Commons**.
- C. All household members receiving assistance or applying to receive assistance will be required to provide a Social Security Number and adequate documentation necessary to verify that number. This rule applies to all household members including live-in aides, foster children and foster adults. Adequate documentation means a Social Security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN such as:
  - Original Social Security Card

- Original document issued by a federal or state government agency which contains the name, SSN, and other identifying information of the individual
- Driver's license with SSN
- Identification card issued by a federal, State, or local agency, a medical insurance provider, or an employer or trade union
- Earnings statements on payroll stubs
- Bank Statement
- Form 1099
- Benefit award letter
- Retirement benefit letter
- Life Insurance policy
- Court Records

For eligibility purposes, applicants do not need to provide verification of a Social Security Number for household members to be placed on the waiting list, however, applicants must provide adequate documentation to verify each Social Security Number for all non-exempt household members before they 1) can be screened, 2) can participate in the eligibility interview, or 3) can be housed. If all non-exempt household members have not provided verification of their Social Security Numbers at the time a unit becomes available, the next eligible applicant must be offered an available unit.

#### **SSN Requirements for Applicants**

- For eligibility purposes, applicants do not need to provide verification of a Social Security Number for household members to be placed on the waiting list; however, applicants must provide adequate documentation to verify each Social Security Number for all non-exempt household members before they can be housed.
- The applicant who has not disclosed and provided verification of SSNs for all household members must disclose and provide verification of SSN's for all household members to the owner within 90 days from the date they are first offered an available unit.
- If management determines that the applicant is otherwise eligible to participate in a program, the applicant may retain its place on the waiting list for the 90-day period from the date they are first offered and available unit for but cannot become a tenant until it can provide the documentation referred to *above*.
- After 90 days, if the applicant has been unable to supply the required SSN and verification documentation, the applicant should be determined ineligible and removed from the waiting list.
- If a child under the age of 6 years is added to "applicant" household within the 6-month period prior to the household's date of admission, the applicant may become a tenant, so long as the SSN documentation required above is provided to management within 90 calendar days from the effective date of the Move-in Certification. Management will grant an extension of one additional 90-day period if they determine that, in its discretion, the applicant's failure to comply was due to circumstances that could not reasonably have been foreseen and were outside the control of the assistance applicant. Examples include but are not limited to: delayed processing of the SSN application by the SSA, natural disaster, fire, death in family, etc. During this time period, the child is to be included as part of the household and will receive all of the benefits of the program in which the child is involved, including the dependent deduction. An interim recertification must be processed once the household discloses and provides verification of the SSN for this individual. If family fails to produce the SSN documentation within required time period assistance will be terminated as per HUD.

#### **SSN Requirements for Existing Tenants**

- When a tenant requests to add a new household member who is at least 6 years of age, or is under the age of 6 and has an assigned SSN, the tenant must provide the following to management at time of the request, or at the time of processing an IR or AR of family composition that includes the new member(s):

- Complete and accurate SSN; AND
- Any of the SSN documentation referred to above.

**Adding new member who is under the age of 6 and has not been assigned a SSN:**

- When a tenant requests to add a new household member who is under the age of 6 and **has not been assigned a SSN**, the tenant shall be required to provide the complete and accurate SSN assigned to each new child and the documentation referred to above within 90 calendar days of the child being added to the household. Management shall grant an extension of one additional 90-day period if, in its discretion, determines that the tenant's failure to comply was due to circumstances that could not have reasonably been foreseen and were outside the control of the participant. During the period that management is awaiting documentation of a SSN, management shall include the child as part of the assisted household and the child shall be entitled to all the benefits of being a household member. If, upon expiration of the provided time period, the tenant fails to produce the SSN documentation, management will terminate assistance.

**Assignment of new SSN:**

- If any member of the household has been assigned a new SSN, the tenant must submit the following to management at either the time of receipt of the new SSN; at the next interim or regularly scheduled reexamination or recertification of family composition or income, or other reexamination or recertification; or at such earlier time specified by management: Complete and accurate SSN and any of the SSN documentation referred to above.
- The head of household must be notified when the EIV Pre-screening Report or the Failed Verification Report in EIV identifies that a household member has provided an invalid SSN. Discrepancies identified in the SSN disclosed must be resolved and the correct SSN disclosed, verified and transmitted to TRACS.

**Exemptions to Disclosure of Social Security Number:**

The Social Security Number requirements do not apply to:

Individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010.

The Social Security Number provided will be compared to the information recorded in the Social Security Administration database (through HUD's Enterprise Income Verification System) to ensure that the Social Security Number, birth date, and last name match. If EIV returns an error that cannot be explained or resolved, assistance and or tenancy may be terminated and any assistance paid in error must be returned to HUD. If applicant / resident deliberately provides an inaccurate Social Security Number, the **Fifth Avenue Commons** or HUD may pursue additional penalties due to attempted fraud.

**III. INCOME LIMITS**

**Fifth Avenue Commons** accepts applicants up to HUD's very low income limit. These limits are updated annually by HUD and posted in the Management Office. At the time of application each applicant will be designated very low (50% of Area Median Income).

**IV. APPLICATION PROCESS**

Applications will be accepted during normal business hours or by mail.

On the day of receipt, the application will be time and date stamped.

Applications will be screened with program eligibility requirements and the criteria set forth in this Tenant Selection Plan.



An "initial screening" of eligibility will be conducted, including areas of income and disclosed criminal, drug, and/or rental history. Based on the "initial screening," the applicant will be added to the waiting list. If no waiting list exists and the initial screen determines the applicant is eligible, Management will begin processing the applicant for occupancy.

## V. WAITING LIST

A. Data included on the waiting list must include the following data taken from the application:

1. Date and time the applicant submitted an application;
2. Name of head of household;
3. Annual income level
4. Identification of the need for an accessible unit, including the need for accessible features;

B. Maintaining Waiting list

1. Waiting list will be updated semi-annually by mail to all names on the waiting list.
2. If the household composition of an applicant on the waiting list changes, they will retain the original application date.
3. An applicant will be removed from the waiting list as follows:
  - a. The applicant no longer meets the eligibility requirements for the property or program;
  - b. The applicant fails to respond to a written notice for an eligibility interview;
  - c. The applicant is offered and rejects two units in the property;
  - d. Mail sent to the applicant's address is returned as undeliverable;
  - e. The unit that is need – using family size as the basis – changes, and no appropriate size unit exists in the property.
4. If an applicant is removed from the list and subsequently Management determines that an error was made in removing the applicant (e.g., the incorrect address was used in sending mail to the applicant), the applicant must be reinstated at the original place on the waiting list.

## VI. SCREENING AND REJECTION CRITERIA

Program eligible applicants will be screened to determine if they are likely to meet the requirements of tenancy. Law enforcement records will be reviewed and references may be requested from previous landlords, banks, credit agencies and persons. All applicants must provide a reference from their previous housing provider. All Applicants will be screened through a data base that checks for Lifetime sex offenders in all states where the applicant has resided in their adult life.

The objective of our resident selection criteria is to effectively screen program eligible applicants to determine whether they, with or without supportive services, can or will:

- A. Pay rent and other fair charges on a timely basis pursuant to the lease agreement.
- B. Respect and avoid damaging site property and the property of others.
- C. Avoid interfering with the rights of others and health, safety, and peaceful enjoyment of the premises.

- D. Avoid criminal activity, including drug-related criminal activity; and,
- E. Comply with all necessary and reasonable rules of the building and with all health and safety codes.
- F. Applicants will be screened thru the Enterprise Income Verification (EIV) system's Existing Tenant Search. EIV queries both Multifamily Housing and Public Indian Housing locations to determine if any member is currently receiving rental assistance. If the applicant is determined to be residing at another subsidized property, Management will discuss this with the applicant, giving the applicant an opportunity to explain any circumstances relative to his/her being assisted at another location. Management will also follow-up with the respective Public Housing Authority or Owner/Agent to confirm the individual's program participation status before admission. If applicant meets all required eligibility requirements, management will coordinate move-out dates with the owner/agent of the property at the other assisted property.

All program applicants must qualify under the following resident criteria:

A. Established History of Credit

The credit history of each applicant expected to reside in the household shall be reviewed to determine the history of their payment practices including rent, utilities, outstanding loans, judgments, repossessions, foreclosures, etc.

After checking balances and to whom the applicant owes money, the evaluation will focus on the status of each account as follows:

1. Paid on time and number of times occurred
2. 30 days late and number of times occurred
3. 60 days late and number of times occurred
4. 90 days late and number of times occurred
5. 120 days late and number of times occurred
6. Write-offs and number of times occurred

The objective in reviewing the overall payment record is to obtain an indication of the probable expectation regarding rent payments clarification and consideration for write-off accounts and bankruptcy.

Two (2) accounts in excess of 90-120 days overdue or two (2) write-off accounts or any combination of these two will constitute a basis for rejection. Applicants will not be rejected on the basis of having no credit history.

Exceptions to these credit review standards will be made when appropriate to reasonably accommodate an applicant due to a disability. Exceptions for all applicants may be granted when a credit history problem relates to sudden loss of income, medical bills, or water, gas, or electric bills.

B. Rental History

References shall be obtained from current and previous landlords for a **minimum** of seven years prior to application for each adult member who plans to reside in the household. Applicant shall not be rejected

on the basis of no previous landlord. However, temporary or transitional housing are not considered adequate landlord references.

C. Personal History

Persons with a history of disturbing neighbors, interfering with housing management, destruction of property, violent acts, or any conduct that might constitute danger or disruption to the health, safety, or enjoyment of other residents will be rejected.

D. Screening and Eviction Rule

Admission is prohibited if:

1. An applicant or household member who was evicted from Federally Assisted Housing for drug-related criminal activity within three years. There are two exceptions to this provision:
  - a. The evicted household member has successfully completed an approved, supervised drug rehabilitation program; or
  - b. The circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household).
2. Any household member is currently engaging in illegal use of a drug or for which Management has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.
3. Any household member is subject to registration under a state sex offender registration program:
  - a. Must conduct mandatory screening for this in the State where any household members have resided in adult life.
4. Any household member if there is reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.

E. Criminal Record

Criminal record checks shall be completed before any applicant is approved for tenancy. Applicants, in their Application package, should have signed and return Authorization for Criminal Records Check.

**Fifth Avenue Commons** screens all household members for criminal history. Additionally, both live-in aides and new additions to the tenant household must be screened for drug abuse and other criminal activity by applying the same criteria established for screening other applicants. If the applicant, Live-in aid or an adult household member has been convicted of a crime, the following policy applies, and admission is prohibited if:

**AT ANY TIME IN THE PAST OF:**

Murder, Manslaughter  
Rape  
Sexual offenses against a child or children  
Armed robbery  
Arson

**WITHIN 10 YEARS OF THE DATE OF OFFENCE:**

Illegal manufacture of controlled substances  
Illegal sales or use of controlled substances  
Crimes that resulted in damage to persons or property  
Vehicular homicide  
Theft  
Stalking  
Assault

**VII. REASONABLE ACCOMMODATION AND CONSIDERATION OF MITIGATING CIRCUMSTANCES**

Throughout the resident screening procedure, applicants with disabilities are entitled to reasonable accommodations in rules, policies, practices or services and/or reasonable modifications of existing premises that may be necessary to afford equal opportunity. A log of reasonable accommodation requests and action taken should be maintained. If an applicant is certified as program eligible, the applicant must then meet the screening criteria of:

1. Landlord History
2. Credit Screening
3. Criminal History

Applicants can meet the requirements of tenancy with or without the assistance of:

1. An aide, attendant, or other outside support service
2. The provision of reasonable accommodation; and/or
3. A reasonable modification of the premises.

Services are provided on an individual case-by-case basis to be facilitated by the consumer and negotiated with The Department of Aging supplying agency.

In addition, in reviewing the above categories of information and determining whether an applicant is able to meet the requirements of tenancy and comply with the reasonable rules of the facility, management shall consider mitigating or extenuating circumstances. However, a unit will not be made available to an individual whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others.

Assistance animals are permitted if they are animals that work, provide assistance, or perform task for the benefit of a person with a disability or animals that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability.

Any requests for further information should be directed to the 504 Coordinator.

**VIII. APPLICANT REJECTION AND APPEAL**

A. Grounds for rejection

1. Not program eligible;
2. Failing or refusing to verify program eligibility material;
3. Fails to pass **Fifth Avenue Commons** screening criteria, or

4. Intentionally submitted false or misleading information relevant to a determination of eligibility or the ability to satisfy the obligations of tenancy.
5. Is unable to disclose and document social security numbers of all household members. If 62 or older and/or currently living in Subsidized housing they are not required to have a Social Security number.
6. Failure or refusal to sign HUD Form 9887 – Notice & Consent for the Release of Information and/or HUD Form 9887A – Applicant's/Tenant's Consent to the Release of Information.
7. Has household characteristics that are not appropriate for the specific type of unit available at the time, or has a family of a size not appropriate for the unit sizes that are available;

NOTE: In such cases, the owner may deny the applicant admission to a specific unit, but the applicant may continue to wait for another unit.

B. Procedure

1. Rejected applicants shall receive written notice of the reason(s) for their rejection and be advised of 14 days to respond in writing or other acceptable format if applicant/resident is unable to communicate his or her request in writing.
2. **Fifth Avenue Commons** has the right to deny admission to any applicant if the criminal background check indicates the applicant provided false information, if the determination is made by either the PHA or owner to deny admission to applicant, the entity making the determination must:
  - a. Notify the applicant of the proposed denial of admission.
  - b. Provide the subject of the record and the applicant with a copy of the information the action was based upon.
  - c. Provide the applicant with an opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency.
3. Any meeting with the applicant or review of the applicant's written response shall be conducted by a member of staff other than the initial decision maker for the rejection decision.
4. After the applicant meets with Management to discuss this rejection, Management must give the applicant a written final decision within 5 days of the response or meeting.
5. If the rejected applicant does NOT request review of the rejection decision within the allotted time period, a closure letter shall be mailed confirming the rejection.
6. If, through this appeal process, the applicant is found to be eligible, the applicant will be placed back on the waiting list in his or her original place based on date and time of application filing.
7. For all rejected applicants, the following documents shall be maintained for at least three years:
  - a. Application
  - b. Initial rejection notice
  - c. Any applicant reply
  - d. Owner's final response
  - e. All interview and verified information on which the rejection was based.

**IX. GENERAL OCCUPANCY STANDARDS FOR DETERMINING NUMBER OF BEDROOMS**

- A. A maximum of two persons per bedroom

## **X. CHANGES IN HOUSEHOLD COMPOSITION/UNIT TRANSFERS**

The household must request, in writing or other acceptable format if the applicant/resident is unable to communicate his or her request in writing due to a disability a transfer to a different unit if eligible. Transfers shall be recorded based on date and time household requires or requested the transfer and tracked on a manual waiting list. When a vacancy occurs, the agent shall determine if a transfer is warranted before proceeding to the applicant waiting list to select an applicant for a vacant unit. Any change in household composition must be reported immediately to management.

When a change in family composition is reported and adult children are eligible to move in after initial occupancy, their admission will only be considered if they are considered to be essential for the care and well-being of the elderly tenant(s). They are considered a part of the family and their income **MUST** be counted. Additionally, their tenancy will terminate the same day the elderly tenant's tenancy terminates.

Determining factors for transfers can be;

1. A certified Medical reason received from a doctor; or
2. The need for a accessible unit or reasonable accommodations; or
3. Rent and all other charges must be current and there can be no outstanding lease violations.

If a tenant household is being moved to a different unit as a reasonable Accommodation to a household member's disability, then the owner must Pay for the move unless doing so would constitute an undue financial and Administrative burden.

## **XI. OPENING AND CLOSING WAITING LIST**

**Fifth Avenue Commons** will advertise in accordance with a HUD-approved Affirmative Fair Housing Marketing Plan, which will include announcements concerning the opening and closing of the waiting list. The waiting list will be closed when the average wait is one year or more, calculated by the average turnovers from the past two years. When **Fifth Avenue Commons** begins to accept applications again, a notice of the action will be announced in a publication likely to be read by potential applicants and in accordance with the applicable Affirmative Fair Housing Marketing Plan. Additionally, **Fifth Avenue Commons** will accommodate persons with disabilities who cannot utilize the preferred application process, by providing alternative methods of application in-take.

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